

**CITY OF MILPITAS  
RECYCLING AND SOURCE REDUCTION  
ADVISORY COMMISSION MEETING  
JANUARY 24, 2006 7:00 P.M.  
457 E. CALAVERAS BLVD, MILPITAS CA 95035  
ROOMS 7 & 8**

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**I. ROLL CALL**

**II. APPROVAL OF THE MINUTES: October 25, 2005 (Regular Meeting) and November 18, 2005 (Special Meeting)**

**III. PUBLIC INPUT**

Members of the audience are invited to address the Recycling and Source Reduction Advisory Commission on any subject not on tonight's agenda. Speakers must state their name and address for the Secretary's record, and limit their remarks to under two minutes. As an item not on the agenda, no response is required of City staff or the Commission; however, the Commission may place the item on the agenda for a future meeting.

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**IV. ANNOUNCEMENTS**

**V. APPROVAL OF AGENDA**

**VI. OLD BUSINESS**

1. SINGLE-STREAM PROGRAM UPDATE

**VII. NEW BUSINESS**

1. ELECTION OF OFFICERS
2. SMaRT STATION TOUR SUMMARY
3. PRELIMINARY 2004 DIVERSION RESULTS
4. NEIGHBORHOOD CLEAN-UP EVENTS
5. SOLID WASTE AUDIT
6. COUNCIL ODOR UPDATE
7. UNIVERSAL WASTE

**VIII. STAFF ACTIVITIES**

1. SOLID WASTE DIVERSION ACTIVITIES

**IX. ROUNDTABLE / ANNOUNCEMENTS**

**X. FUTURE AGENDA ITEMS**

**XI. ADJOURNMENT**



## **VI. OLD BUSINESS**

### **1. SINGLE-STREAM PROGRAM UPDATE**

**BACKGROUND:** City and Allied Waste Services/BFI (BFI) staff continue to coordinate with residents on implementation of the single-stream program. City will begin promotion of the new program in January, including a newsletter to all single-family households and potential advertising in the Milpitas Post.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

## **VII. NEW BUSINESS**

### **1. ELECTION OF OFFICERS**

**BACKGROUND:** The existing RSRAC bylaws state that a Chair and Vice Chair are to be selected annually at the first meeting of the year for a term of one year. The Chair is responsible for calling to order and presiding over all sessions. The Vice Chair assumes the Chair's duties in his/her absence.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

### **2. SMaRT STATION TOUR SUMMARY**

**BACKGROUND:** City staff and RSRAC commissioners visited the Sunnyvale Materials Recovery and Transfer (SMaRT) Station on November 18, 2005. This facility was built by the City of Sunnyvale in partnership with the cities of Mountain View and Palo Alto to serve five main purposes:

1. Receive and recover recyclable materials from garbage collected in the three cities.
2. Transfer unrecycled portions of the garbage to the landfill for disposal.
3. Receive, process, and ship collected yard trimmings to composting facilities.
4. Receive, sort, and prepare curbside-collected recyclables for market.
5. Provide a recycling center where residents can drop off a number of recyclable materials and receive cash for CRV items such as bottles and cans.

At the SMaRT Station, residents of the three cities may also dispose of "self haul" refuse and pick up free ground yard trimmings suitable for composting or mulching.

The SMaRT station has the capacity to process 1,500 tons of material per day and recycles approximately one-third through a combination of mechanical and manual techniques. Non-recyclable material is loaded onto transfer trucks and taken to the landfill. Typically, ten (10) 40-foot transfer trucks take four (4) loads to the landfill on a daily basis. The center is also (unintentionally) a collection point for some products that are classified as hazardous and/or require special handling including used motor oil and oil filters, antifreeze, automotive batteries, needles and lancets, alkaline and rechargeable batteries, and fluorescent light bulbs or tubes. These items are stored in a secure location for collection by an authorized hauler.

Day to day operations are handled by both City of Sunnyvale and Green Team Zanker staff who are located on-site. This joint venture is based upon a 7-year contract between the cities and operators and a 30-year memorandum among the participating cities.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

### **3. PRELIMINARY 2004 DIVERSION UPDATE**

**BACKGROUND:** The California Integrated Waste Management Board (CIWMB) announced in September 2005 that the filing date for the 2004 Annual Report was extended to

March 1, 2006 to allow for the state Board of Equalization's release of taxable sales data for 2004. Adjustment factors (such as disposal tonnage, taxable sales, population and employment numbers) are key values in the calculation of a jurisdiction's diversion amount.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

#### **4. NEIGHBORHOOD CLEAN-UP EVENTS**

**BACKGROUND:** Milpitas Unified School District (MUSD), BFI and City staff have coordinated efforts for the second annual neighborhood cleanup events. The City will be divided into four (4) rather than five (5) locations planned last year. Combination of sites was due to low turnout at some locations. Drop-off locations remain at either city parks or school parking lots. The events dates are April 8 & 22, May 13 and June 10. These dates are consistent with Household Dump Days which will provide residents with a larger variety of disposal options.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

#### **5. SOLID WASTE AUDIT**

**BACKGROUND:**

BFI is the City's franchised solid waste collection and disposal firm. Franchise fees are assessed on single-family residential charges collected by the City of Milpitas and fees on multi-family and commercial charges that are collected by BFI. An audit will be conducted to obtain reasonable assurance about the accuracy of the received revenue. City solicited services from qualified consultants that have had experience in auditing solid waste collection firms by issuing a Request for Proposal (RFP) on December 16, 2005. The RFP requested an evaluation of the reasonableness of City franchise compensation revenues and determination if selected billing practices are accurate. Proposals were due on January 19, 2006. The last franchise fee audit, completed in December 2002, was for calendar years 1999 through 2001.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

#### **6. COUNCIL ODOR UPDATE**

**BACKGROUND:** Odor information continues to be made available to the public through the city's website, cable channel, radio and flyers found at public counters at City Hall, Recreation Center and Public Works building. The Bay Area Air Quality Management District (BAAQMD) Rapid Notification e-mail system, which is used to advise of potential generation of odor incidents in real-time, was not operating because of technical difficulties between November 22 – 30, 2005. The system has been back on-line since December 1, 2005. In spite of the problem, the number of complaints continues to be low.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

#### **7. UNIVERSAL WASTE**

**BACKGROUND:** California's Universal Waste (UW) Rule became effective on January 8, 2002. In general, UW may not be discarded in solid waste landfills, however specified waste generators such as households and conditionally exempt small quantity UW generators may send specified universal wastes to landfills until February 8, 2006. The Santa Clara Countywide Household Hazardous Waste Program (HHW) provides the general public and small businesses with year-round access for recycling and disposal of hazardous materials at both permanent and mobile sites. Additionally, alternative drop-off locations such as retail and community

collection sites accept certain items free of charge on the HHW program's behalf through a partnership with the County. Other options include California Integrated Waste Management Board (CIWMB) approved collectors which accept items such as electronic waste.

**RECOMMENDATION:** Discuss as needed. Note receipt and file.

## **VIII. STAFF ACTIVITIES**

### **1. SOLID WASTE DIVERSION ACTIVITIES**

**BACKGROUND:** Recent program work areas include the following:

- Mailed revised information about single stream recycling to residents residing in mobile home park, Spring Valley, and Granada, Highland, Poppy Lane complexes.
- Ongoing preparation of *Milpitas Recycles!* information includes: production of newsletter and utility bill insert; ordering promotional items; updating web page information.
- Mailed a letter to residents in the Sunnyhills neighborhood about proper set-out to comply with Americans with Disabilities Act requirements (attached).
- Mailed schedule-specific letters to 4,000 residents in targeted Leaf Clean-up Service areas with notification of weekly street sweeping to begin November through January (attached).
- Reviewed Commercial Customer Satisfaction Survey prepared by City and Allied staff and conducted by the Center for Development of Recycling. Overall survey results found that 87% of front-load customers rated Allied's services in the "excellent" and "good" categories and that the participation rate is at 84% (survey report available upon request).
- Prepared artwork and purchase requisition for bidding process to purchase 7,500 desk-side recycling boxes for Commercial Recycling Program participants.
- Placed "Just the Ticket" advertising in the Milpitas Post provided by the County of Santa Clara's Recycling & Waste Reduction Commission. Advertising promotes giving an "experience" or gift card to reduce packaging (attached).
- Reviewed and monitored Allied's Holiday Schedule for solid waste and holiday tree collection schedules of advertising, public service announcements and web page releases.
- Began participation with County of Santa Clara, Integrated Waste Management Program's lead for the Bay Area regional BayROC "Stop Junk Mail" waste reduction campaign (attached).
- Continued participation on City task force regarding code enforcement of solid waste and urban run off matters.
- Continued internal battery recycling program. Over 600 pounds of batteries were recycled in 2004, almost the same weight as in 2003.
- Participated with representation at Technical Advisory Committee meetings.
- Participated with representation at Public Education Subcommittee meetings.
- Participated with representation at Household Hazardous Waste Subcommittee meetings.
- Continued monthly coordination meetings with BFI Waste Services and tracked service issues and planning expectations.

**RECOMMENDATION:** Note receipt and file.

## **IX. ROUNDTABLE / ANNOUNCEMENTS**

**X. FUTURE AGENDA ITEMS**

**XI. ADJOURNMENT**

**NEXT REGULARLY SCHEDULED COMMISSION MEETING  
TUESDAY, APRIL 25, AT 7:00 P.M.**

**KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE**

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS

**UNDER THE OPEN GOVERNMENT ORDINANCE OR TO REPORT A VIOLATION OF  
THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION**

at the City Attorney's office at the Milpitas City Hall, 455 E. Calaveras Blvd, Milpitas, CA  
95035.

E-mail: [rpioroda@ci.milpitas.ca.gov](mailto:rpioroda@ci.milpitas.ca.gov)

Fax 408/586-3030

Phone 408/586-3000

A free copy of the Open Government Ordinance is available from the City Clerk's Office or by visiting the City's website [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) Select Open Government Ordinance under  
News Features

RASRAC January 24, 2006

Agenda Packet Materials

1. Agenda January 24, 2006
2. Unapproved Minutes for October 25 and November 18, 2005
3. Item #1: RSRAC Bylaws
4. Item #2: Neighborhood Clean-Up Map
5. Item #3: Solid Waste Franchise Compensation Audit RFP
6. Item #4: Staff Activities:
  - a. Sunnyhills Proper Setout Letter
  - b. Special Street Sweeping Letter
  - c. "Just the Ticket" Ad
  - d. "Stop Junk Mail" Campaign Ad